

IDENTIFICATION NEEDED FOR A MILITARY ID CARD



RAPIDS VO's must authenticate customer identity by reviewing and scanning two forms of identification before issuing any DOD card. Scanning primary and secondary documents into their appropriate categories in RAPIDS is critical for identity validation and data storage. When we issue ID cards to customers, we are providing access to DoD facilities and applications. Therefore, we all have to do our part to prevent errors and minimize opportunities for misrepresentation or fraud.

NOTE: NO LOCAL BADGES AUTHORIZED
ALL FORMS OF IDs MUST BE UNEXPIRED(VALID)

PRIMARY DOCUMENTS

- Driver's license or State-issued ID card, must contain a photo issued by a state or possession of the US provided it contains a photograph **UNEXPIRED**
- US Passport Book or Passport Card **UNEXPIRED**
- US Military ID Card, U.S. Military Dependent ID card; or a PIV Card **UNEXPIRED**
- Permanent Resident/Alien Registration Receipt Card (Form I-551)
- **UNEXPIRED** Foreign Passport
- Unexpired Employment Authorization Document with Photo (Form I-766)
- ID Card issued by a federal, state, or local government agency or entity provided it contains a photo and a issued date and expiration date

SECONDARY DOCUMENTS An additional document listed under "Primary Documents"

- Original or Certified birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the U.S. bearing an official seal (**one parents name must be on birth certificate**)
- An original U.S Social Security Card **ONLY issued by the Social Security Administration**
- Voter's registration card within current year
- Certification of Birth Abroad or Certification of Report of Birth issued by Department of State (Form FS-545 or Form DS-1350)
- Certificate of U.S. Citizenship (Form N-560, N-561)
- Certificate of U.S. Naturalization (Form N-550, N-570)
- Unexpired employment authorization document issued by DHS (e.g., Reentry Permit, Form I-327)
- U.S. Citizen ID card (Form I-197)
- ID card for Use of Resident Citizen in the United States (Form I-179)
- ID Card issued by a federal, state, or local government agency or entity provided it contains a photo and a issued date and expiration date
- U.S. Coast Guard Merchant Mariner Card

NAMES MUST MATCH
THE NAME IN DEERS

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SECONDARY DOCUMENTS CONTINUED

An additional document listed under "Primary Documents"

- A Temporary Resident Card (Form I-688)
- A Reentry Permit (Form I-327)
- A Refugee Travel Document (Form I-571)
- An Employment Authorization Card (Form I-688A)
- An Employment authorization document issued by Department of Homeland Security (DHS)
- An Employment Authorization Document issued by DHS with photograph (I-688B)
- A driver's license issued by a Canadian government entity;

GOVERNMENT POLICY CONDITION STATEMENT

+ The PIV identity proofing, registration, issuance, and reissuance processes shall adhere to the principle of separation of duties to ensure that no single individual has the capability to issue a PIV Card without the cooperation of another authorized person.

The identity proofing and registration process used when verifying the identity of the applicant shall be accredited by the department of agency as satisfying the requirements above and approved in writing by the head or deputy secretary (or equivalent) of the Federal department or agency.

The requirements for identity proofing and registration also apply to citizens of foreign countries who are working for the Federal government overseas. However, a process for identity proofing and registration must be established using a method approved by the U.S. Department of State's Bureau of Diplomatic Security, except for employees under the command of a U.S. area military commander. These procedures may vary depending on the country.